Illinois State Board of Education

Preschool Expansion Student Information System (SIS) Overview

November 16, 2015

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Agenda

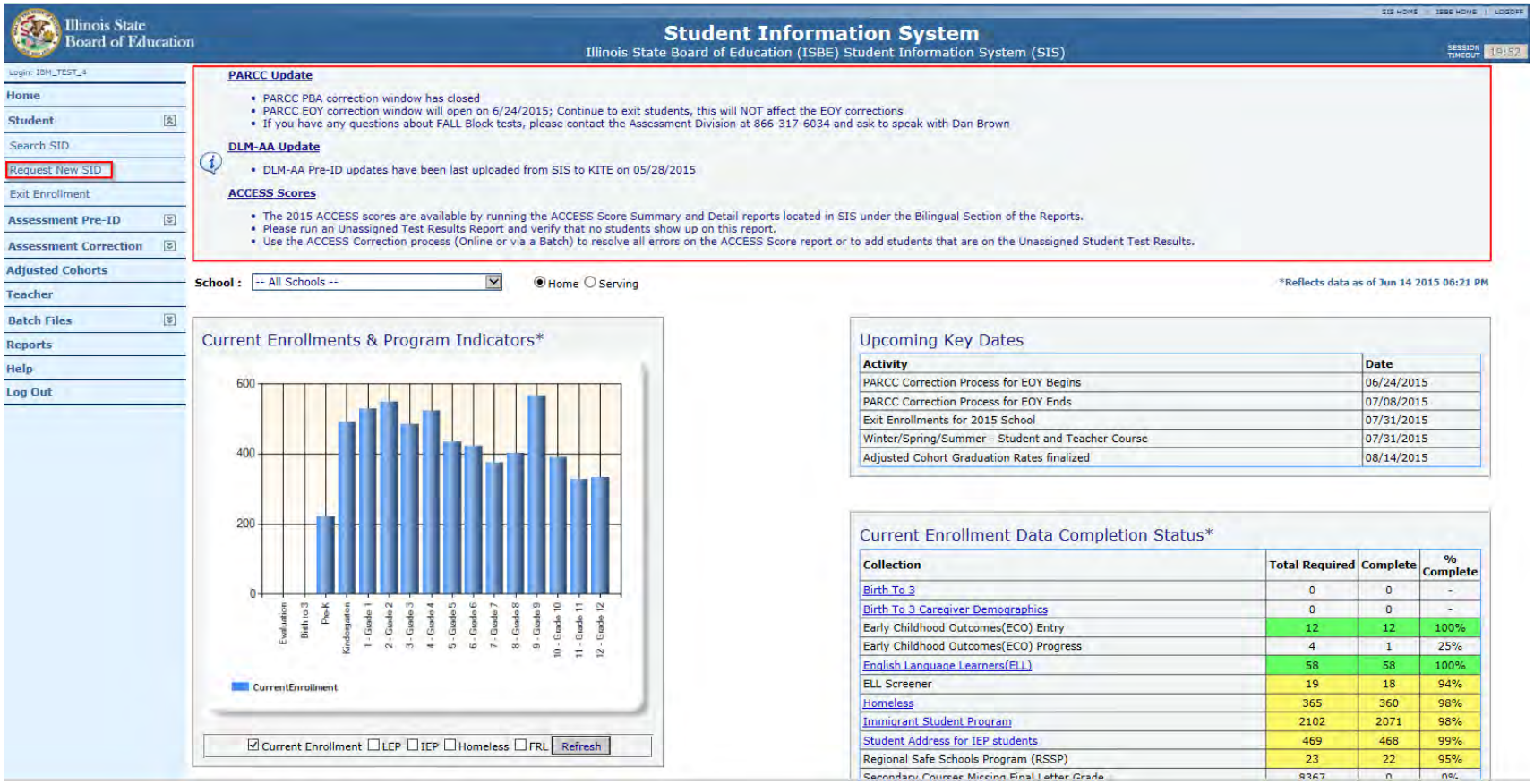
- Welcome / Introductions
- Enrolling Early Childhood (Ages 3-5)
- Preschool Development Grant – Expansion Grant
- Next Steps

Welcome/Introductions

- **ISBE Key Team Members**
  - Cindy Zumwalt — Division Administrator, Early Childhood Education
  - Jenny Metcalf — Principal Consultant
  - Alicia Lynch-Deatherage — Consultant
  - Bryan Stokes II — Preschool Expansion Policy Director (GOECD)
- **Presenters**
  - Howard Hammel — SIS Project Manager
  - Adam Lowery — SIS Business Analyst
  - Lindsay Langer — SIS Help Desk Analyst

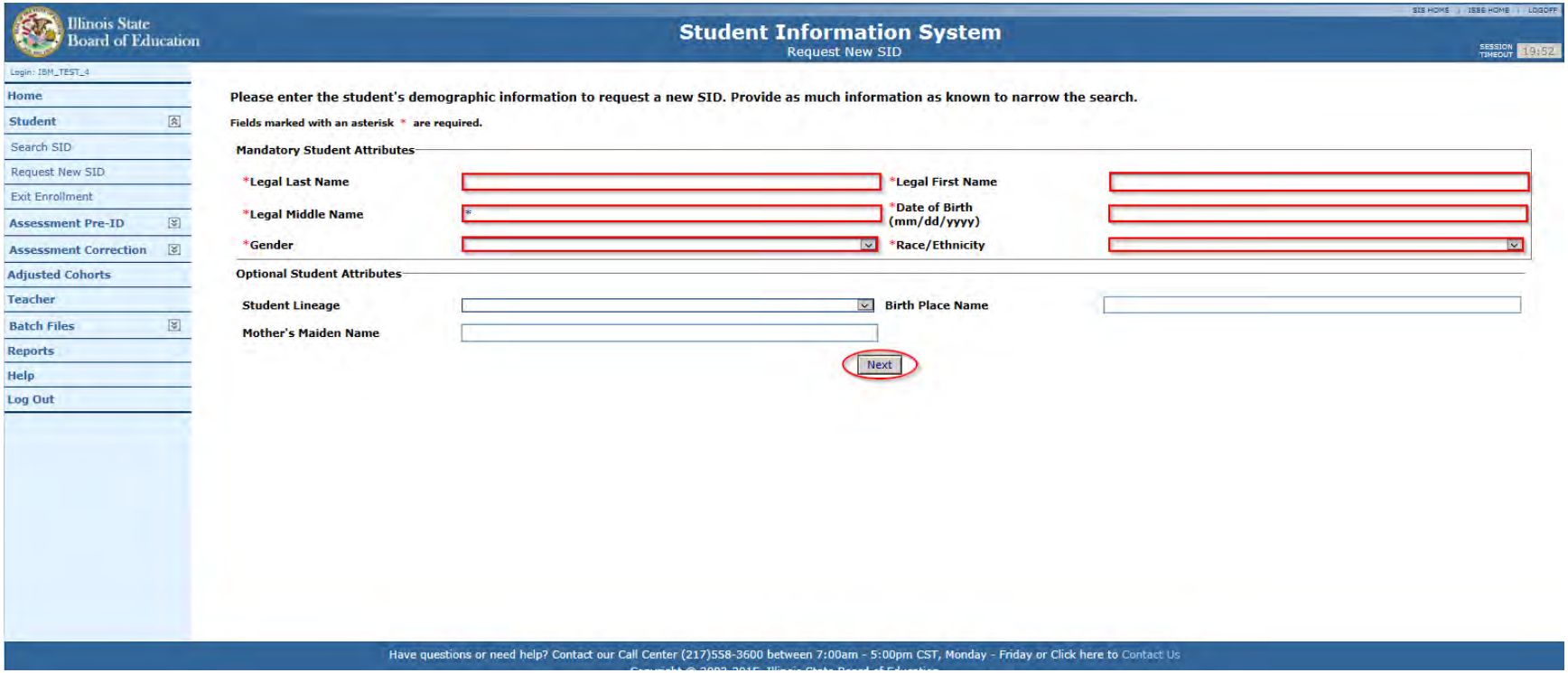
Student Demographics Enrollment Data

- **Request New SID**



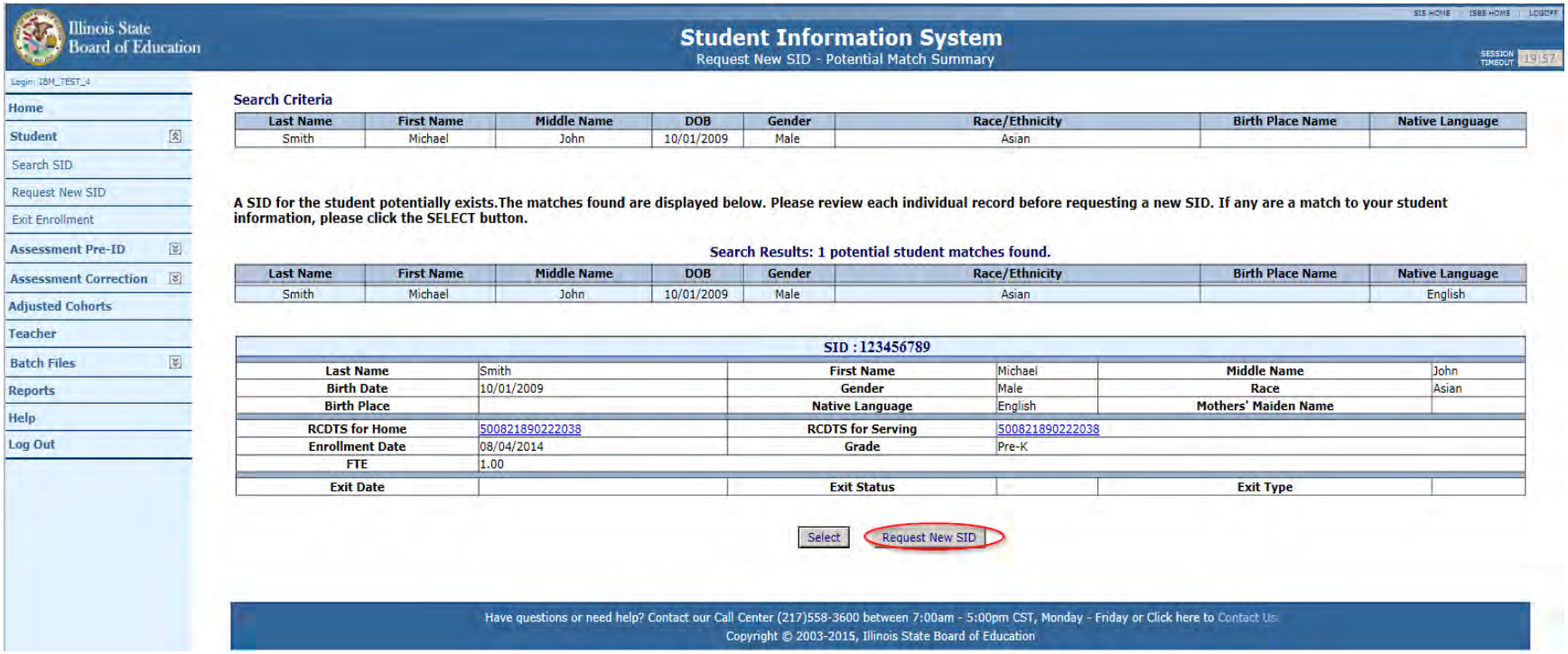
Student Demographics Enrollment Data

- **Request New SID - Enter Mandatory Student Attributes**



Student Demographics Enrollment Data

- **Request New SID - Search Results**



Illinois State Board of Education

Student Information System

Request New SID - Potential Match Summary

SIS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 19:57

Login: IBM_TEST_4

Home
Student
Search SID
Request New SID
Exit Enrollment
Assessment Pre-ID
Assessment Correction
Adjusted Cohorts
Teacher
Batch Files
Reports
Help
Log Out

Search Criteria

Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language
Smith	Michael	John	10/01/2009	Male	Asian		

A SID for the student potentially exists.The matches found are displayed below. Please review each individual record before requesting a new SID. If any are a match to your student information, please click the SELECT button.

Search Results: 1 potential student matches found.

Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Birth Place Name	Native Language
Smith	Michael	John	10/01/2009	Male	Asian		English

SID : 123456789

Last Name	Smith	**First Name**	Michael	**Middle Name**	John
Birth Date	10/01/2009	**Gender**	Male	**Race**	Asian
Birth Place		**Native Language**	English	**Mothers' Maiden Name**	
RCDTS for Home	500821890222038	**RCDTS for Serving**	500821890222038		
Enrollment Date	08/04/2014	**Grade**	Pre-K		
FTE	1.00				
Exit Date		**Exit Status**		**Exit Type**	

Select | Request New SID

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

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Student Demographics Enrollment Data

- **Demographic Validations**
  - Date of Birth
    - Format is mm/dd/yyyy.
    - On the enrollment date, Pre-K students must be at least 3 years of age. Non-IEP students cannot be older than 6; IEP students may be 7.
  - Name Fields
    - Use only alpha characters and spaces, or one hyphen.
    - Periods, commas and apostrophes are not accepted.
      - Middle Name Exception: Asterisk is accepted for “no legal middle name”
      - Space or apostrophe in names such as “O’Brien” should be removed and submitted as “Obrien”
      - If appropriate (such as for Hispanic children), use mother’s maiden name followed by a hyphen (-) and then the father’s last name (no spaces).

Student Demographics Enrollment Data

- **Home school RCDTS validations**
  - Only Home School/Facility Districts may add/update Student data. (Home, Serving, and Service Provider facilities can add and update Student Course Assignments.)
  - Home RCDTS codes **cannot** end in 0000, 90xx, 93xx, or 92xx
- **Serving School RCDTS validations**
  - Code **cannot** end in “0000” if an ROE, public school district, or other state funded school
  - The Serving RCDTS **cannot** end in “9000”
- **RCDTS breakdown**

R	Region Code	2 Characters
C	County Code	3 Characters
D	District/Serving Entity Code	4 Characters
T	Type Code	2 Characters
S	School Code	4 Characters

Student Demographics Enrollment Data

- **Enrollment Validations**
  - A student can be *actively enrolled* in only one Home School
  - FTE must be 1.0
  - School Year must be the current school year (2016)
  - Enrollment date must be in mm/dd/yyyy format and within the date range of July 1 to July 31 for the current School Year (i.e. 07/01/2015, through 07/31/2016)
  - Enrollment Date cannot be a future date
  - Student should only be entered as “Original entry to US schools” one time

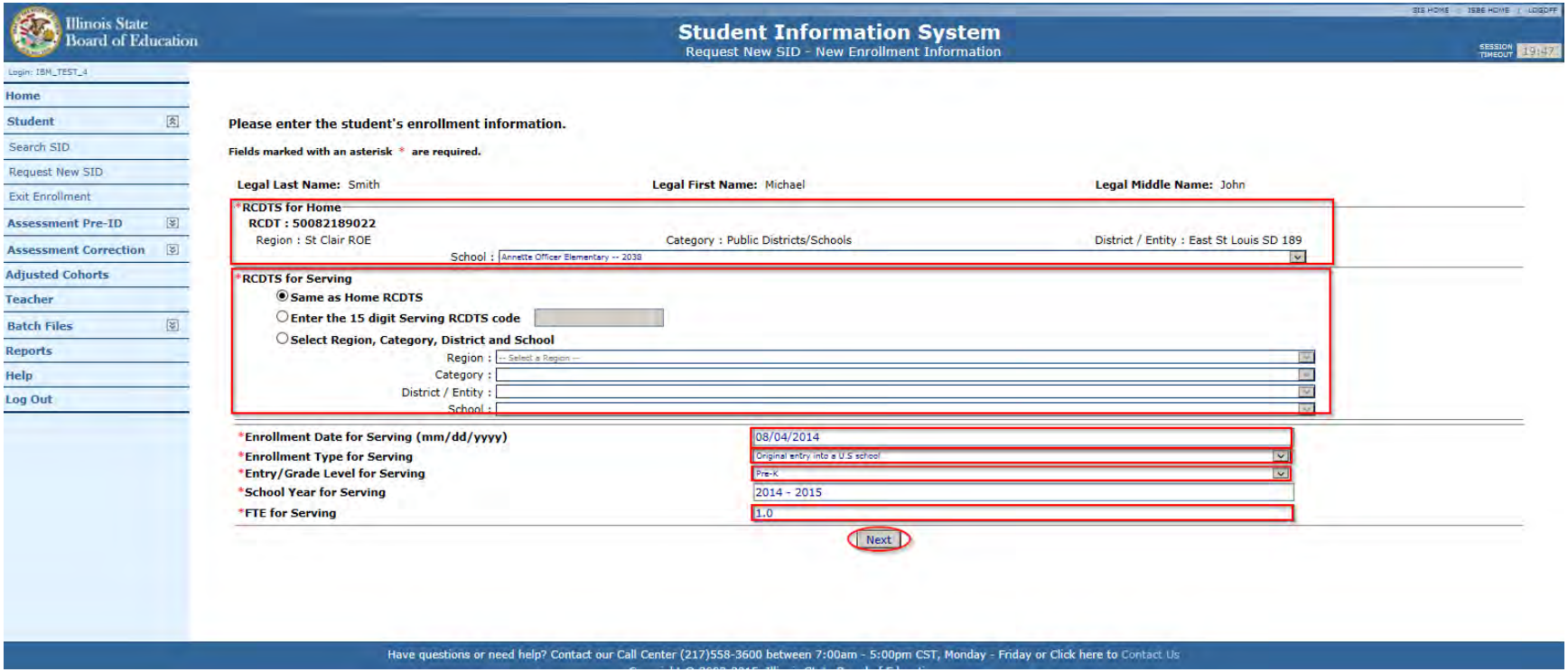
(continued)

Student Demographics Enrollment Data

- If the Student attribute for IEP is set to “Yes”, the Home RCDTS must be a Public School District.
- The “Enrollment Date” must be greater than the student’s previous “Exit Date”, unless the previous enrollment record was identified as “Erroneous”. The Enrollment Date is the first day of full attendance and the Exit Date is the last full day of enrollment the student completed.
- Enrollment Date, FTE, Home School, Serving School, and Grade Level cannot be updated in an existing record. If they are incorrect, the student enrollment must be “exited” and a new, accurate enrollment record must be created instead.
- If using the batch process to submit the data, all Early Childhood students (Pre-K) must be entered using the Demographic and Early Childhood File Format.

Student Demographics Enrollment Data

- **Request New SID - Student Enrollment**



Student Demographics Enrollment Data

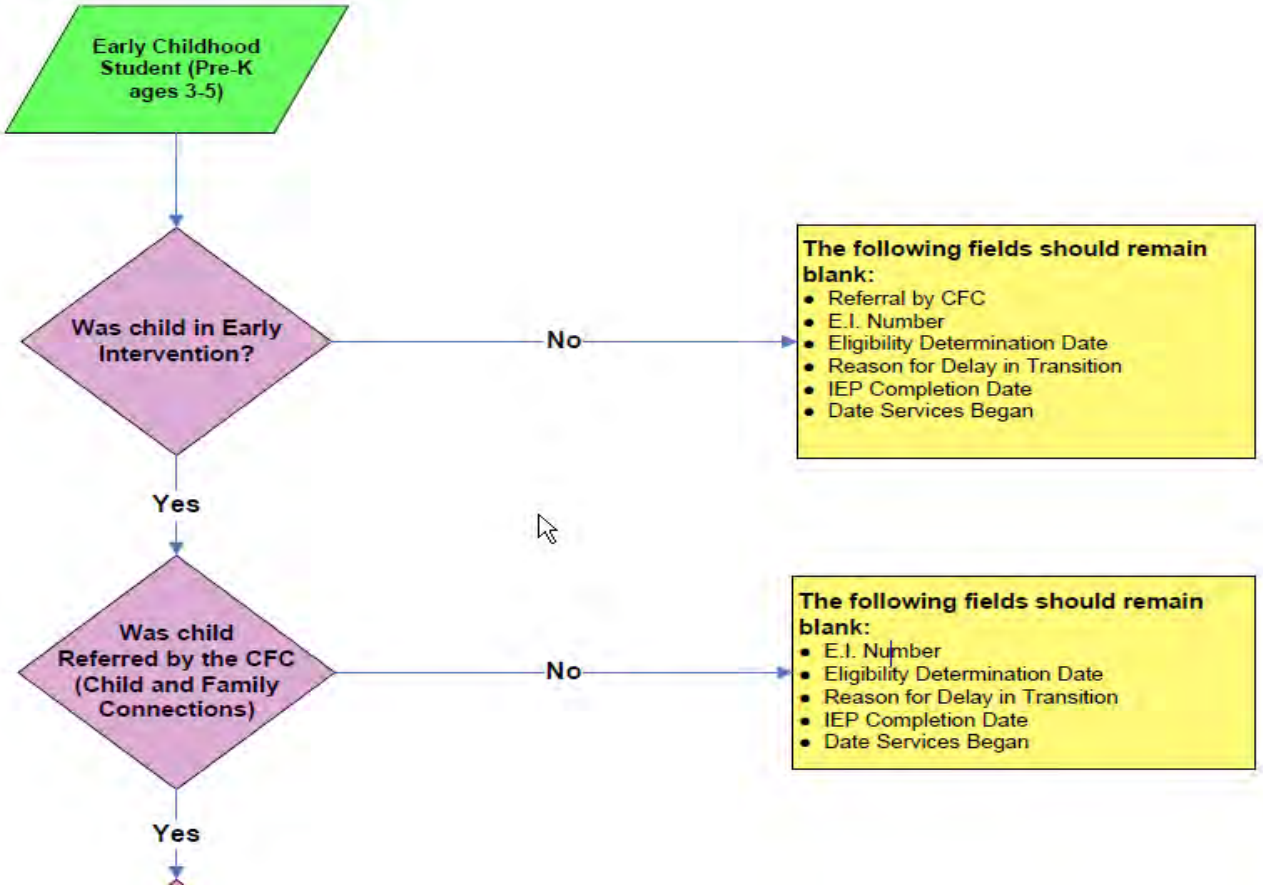
- **Early Childhood Data Elements**

- **Mandatory**
  - Preschool for All
  - Head Start
  - Local/Other Funding
  - Prevention Initiative (Birth to 3)
  - Meets PFA Household Income Criteria
  - Family Structure
  - Pre-K Title I
  - Early Head Start (Birth to 3)
  - Meets At-Risk Criteria
  - Early Intervention (Birth to 3)

- **Subsequent Mandatory Data**
  - Referral by Child and Family Connections (CFC)
  - Early Intervention (EI) Number
  - Eligibility Determination Date
  - IEP Indicator
  - Reason for Delay in Transition
  - IEP Completion Date
  - Date Services Began

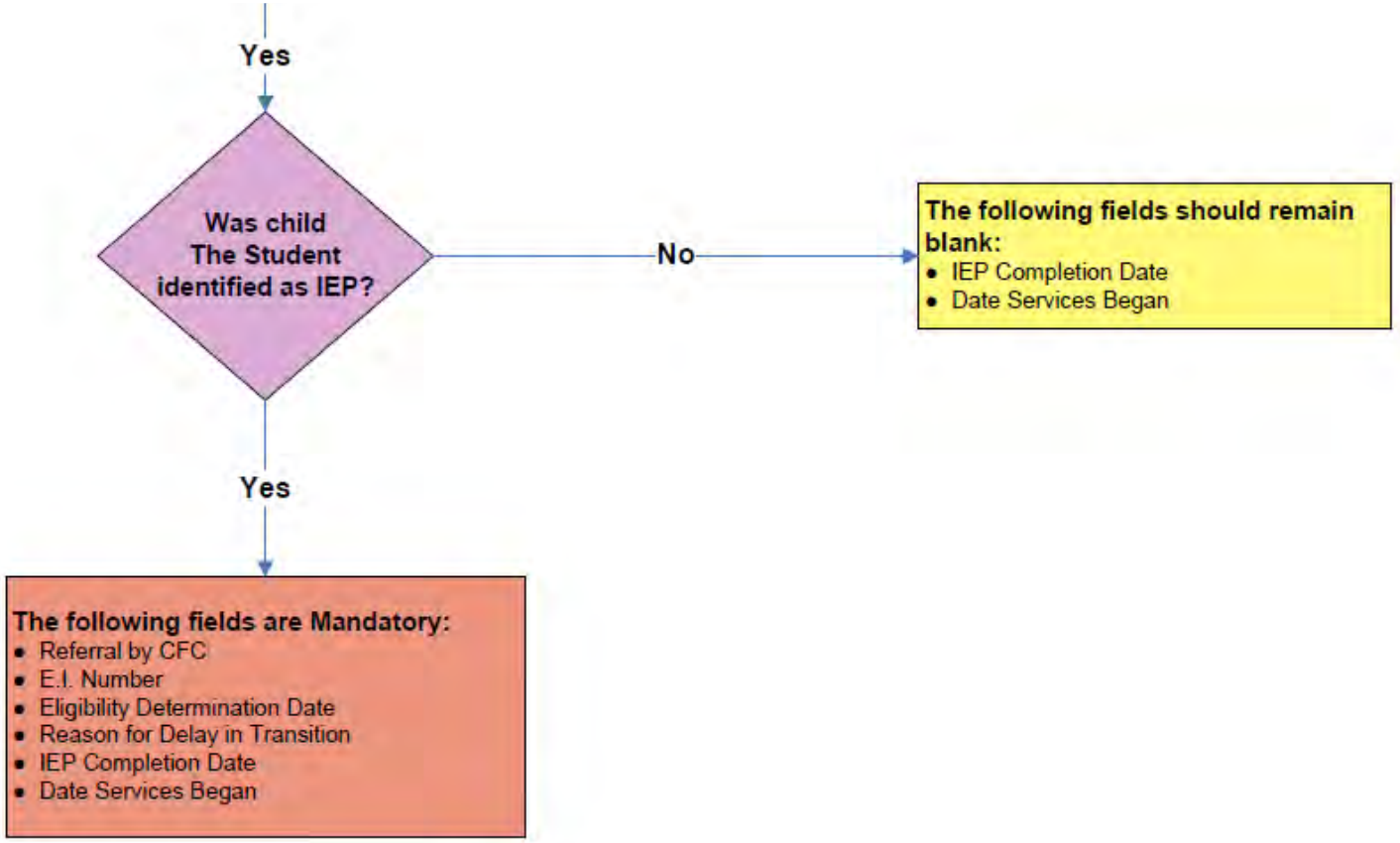
Student Demographics Enrollment Data

- **Early Childhood Validations Flow**



Student Demographics Enrollment Data

- **Early Childhood Validations Flow cont.**



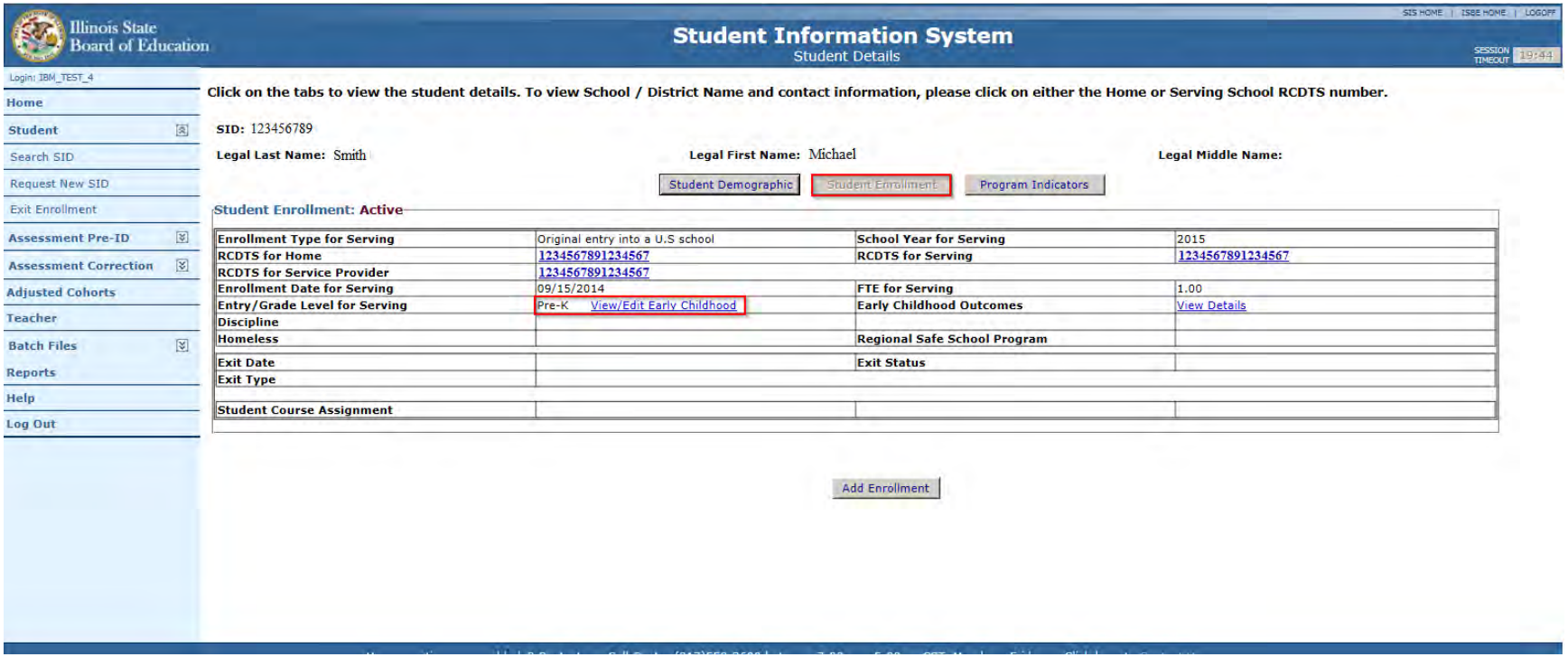
Link to Reference - http://www.isbe.net/sis/html/data_elements.htm

Student Demographics Enrollment Data

- **Early Childhood Validations**
  - When the student is actively enrolled in the District, only the Home District may update the student's Early Childhood record
  - If the Eligibility Determination Date or the IEP Completion Date is after the student's third birthday, Reason for Delay in Transition **cannot** be "No Delay"
  - The IEP Completion Date must be equal to or greater than the Eligibility Determination Date
  - The Date Services Began must be equal to or greater than the IEP Completion Date

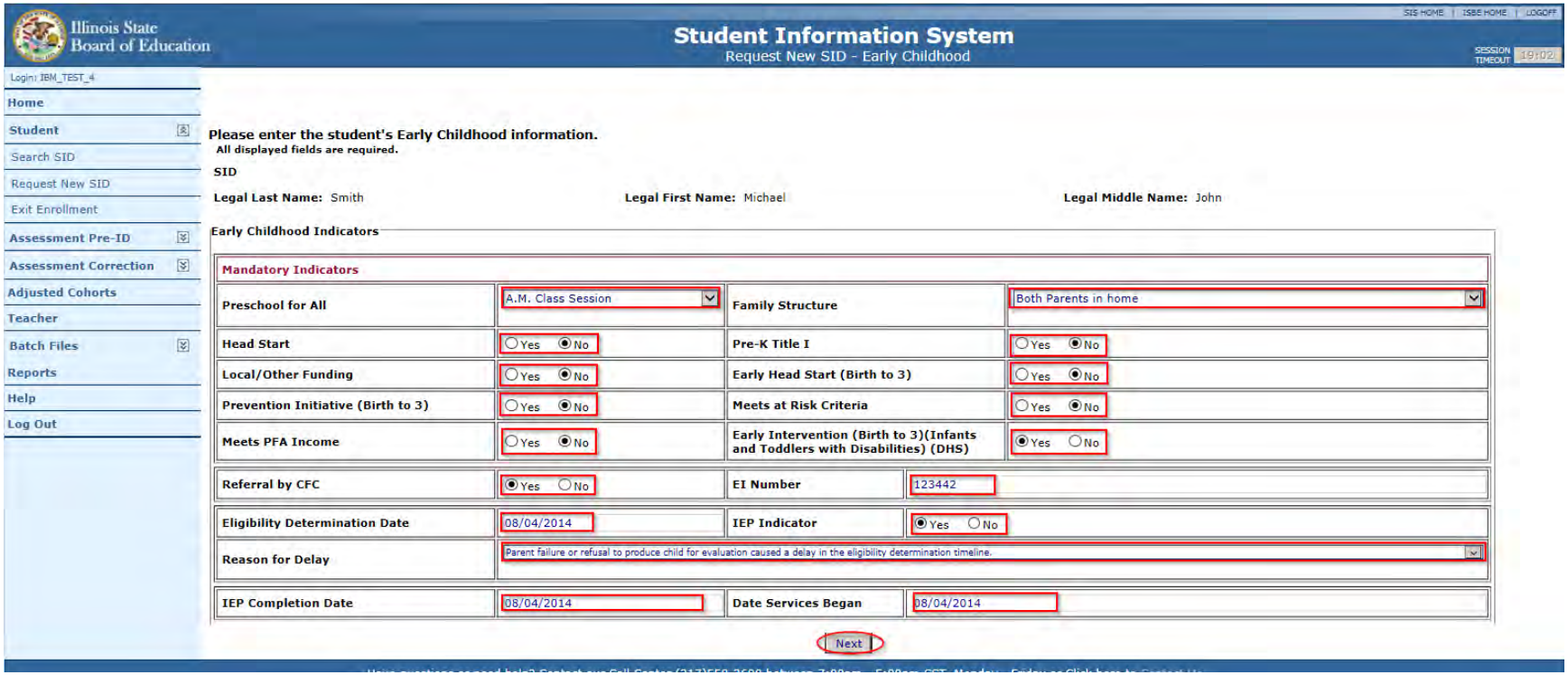
Student Demographics Enrollment Data

- **Student Enrollment - Early Childhood link**



Student Demographics Enrollment Data

- **Early Childhood Data Entry Screen**



Preschool Development Grant – Expansion Grant

The Preschool Development Grant – Expansion Grant was awarded to Illinois, as part of a four year grant, to enhance its infrastructure to provide high-quality preschool programs, and to expand high-quality full day preschool programs for four year olds in high-need communities. (Student must be 4 years of age by September 1st of the current school year.)

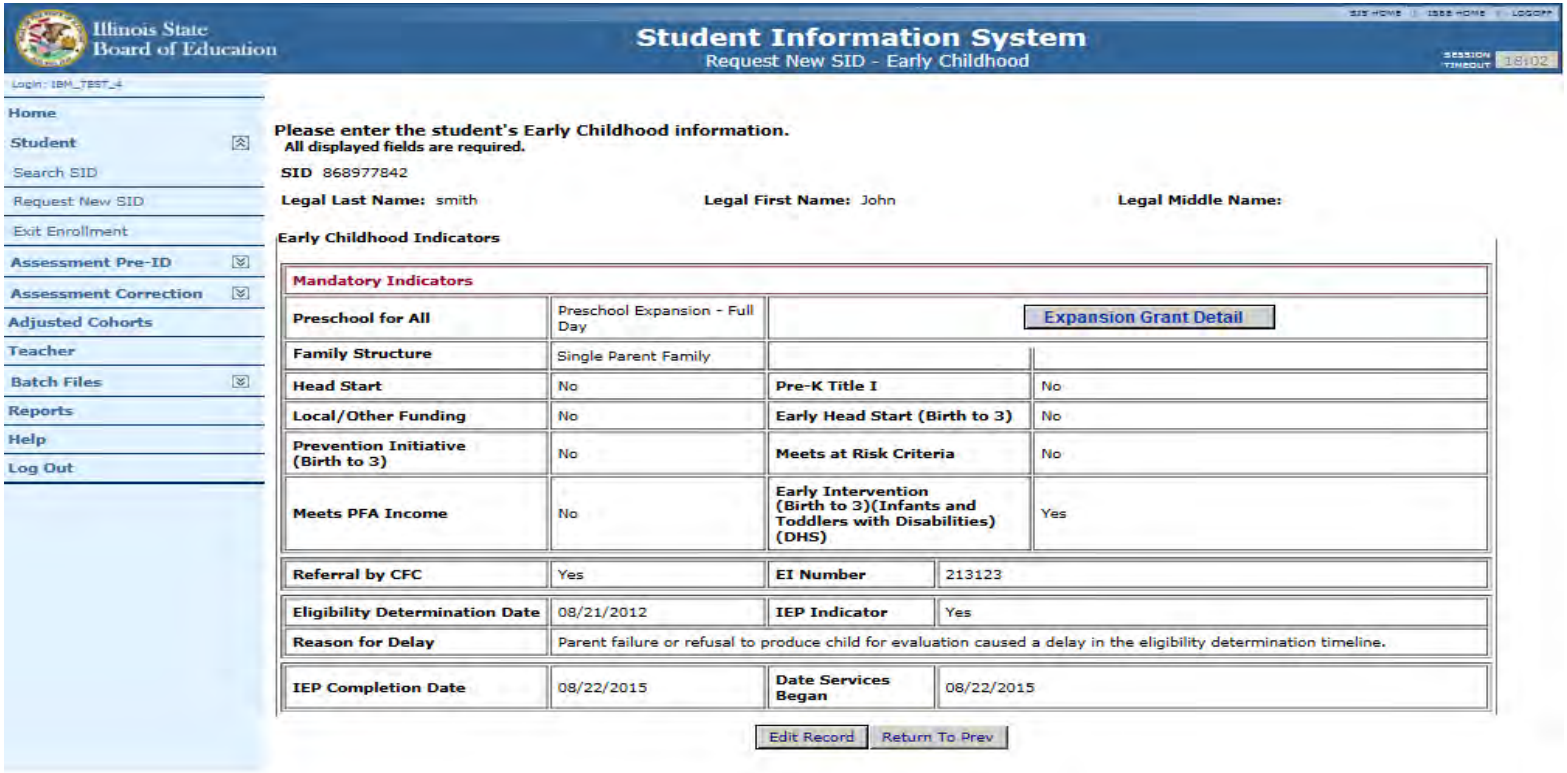
- Early Childhood Preschool for All Classroom data element

Code	Description
01	A.M. Class Session
02	P.M. Class Session
03	Full Day Session
04	Not Attending
05	Preschool Expansion - Full Day NEW
06	Preschool Expansion - PFA Enhanced NEW
07	Preschool Expansion - Head Start NEW

- Preschool Development Grant - Expansion Grant (PDG/EG) data can be updated via Online or Batch.

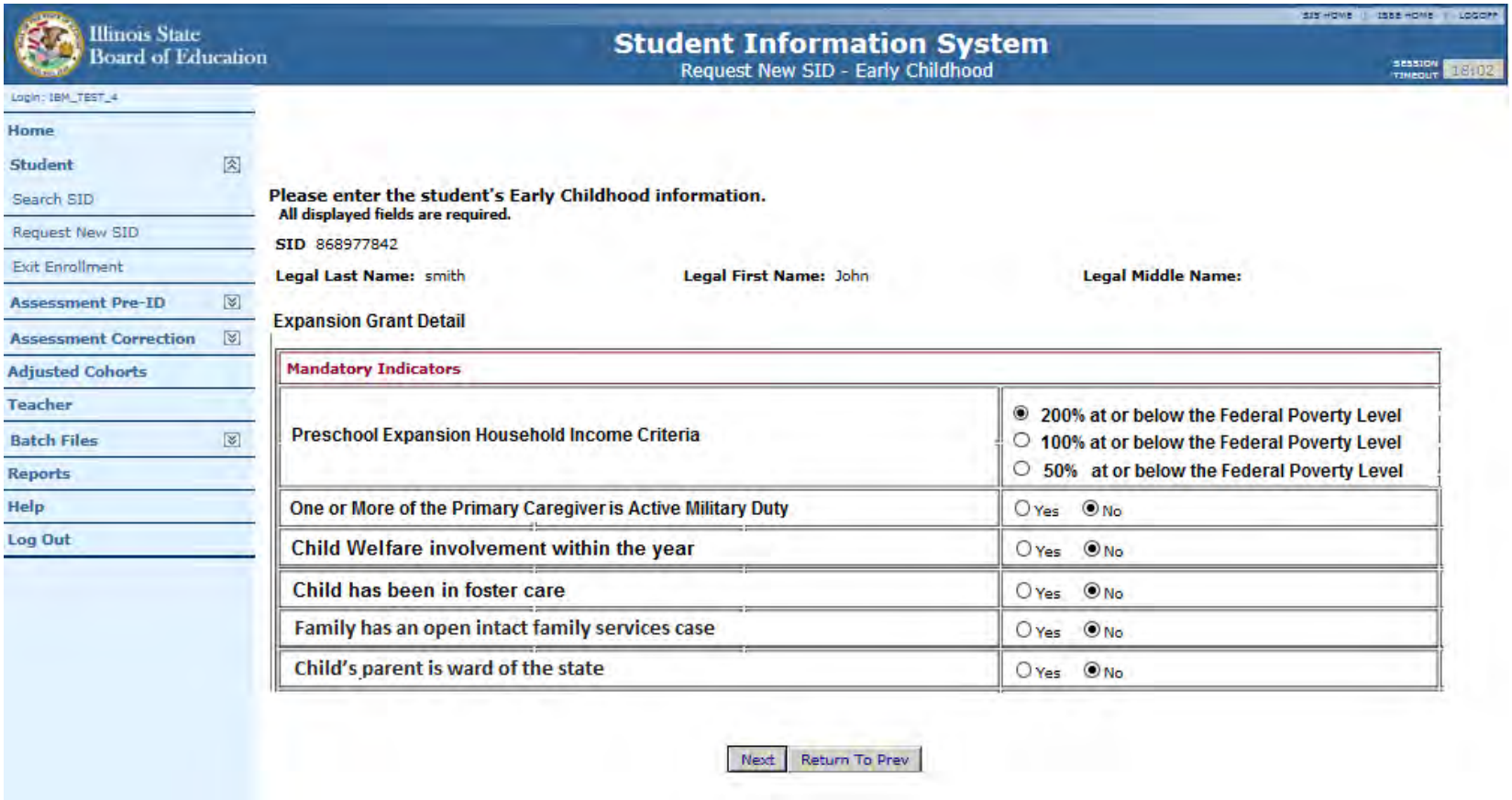
Preschool Development Grant – Expansion Grant

- **If Expansion Grant is selected**



Preschool Development Grant – Expansion Grant

- **Expansion Grant Details**



Preschool Development Grant – Expansion Grant

- ## Expansion Grant - Details
  - **Preschool Expansion Household Income Criteria**
    - The child is from a family whose income is less than 200%, 100% or 50% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services (HHS) under the authority of 42 U.S.C. 9902(2).
  - **One or more of the Primary Caregivers are Active Duty Military**
    - Active duty refers to military members who are currently serving on full-time status.
  - **Child Welfare Involvement Within the Past Year**
    - The child or their family has received services from the Department of Children and Family Services (DCFS), including foster care, intact family services, or the parent has been a ward of the state.
  - **Child has been in foster care**
    - The child is currently or in at any point during the past year has lived in a foster care setting.
  - **Family has an open intact family services case**
    - The family has been assigned a caseworker by DCFS and is currently receiving or in the past year has received family services.
  - **Child's parent is ward of the state**
    - Either parent of the child is currently or at any point in the past year has been a ward of the state.

Preschool Development Grant – Expansion Grant

- **Expansion Grant Report (Detail)**

Early Childhood Expansion Grant (Detail)

SIS Home District: 123456789012345 ISBE Test District

Selection Criteria: Currently Enrolled Students Only None Sorted By: Student Name

Columns

- **A** Gender Code
- **B** Race Code
- **C** IEP Indicator
- **D** LEP Indicator
- **E** Preschool for All Code
  - 05 - Preschool Expansion - Full Day
  - 06 - Preschool Expansion - PFA Enhanced
  - 07 - Preschool Expansion - Head Start
- **F** Child Welfare Involvement Within the Past Year
- **G** Child has been in Foster Care
- **H** Family has an Open intact Family Services Case
- **I** Child's Parent is Ward of the State
- **L** Preschool Expansion Household Income Criteria
  - 01 - 50% at or Below the Federal Poverty Level
  - 02 - 100% at or Below the Federal Poverty Level
  - 03 - 200% at or Below the Federal Poverty Level
- **M** One or more of the Primary Caregivers is Active Military Duty
- **N** Error - Missing Data

Birth Date	A	B	C	D	E	SIS Home School	Serving School	F	G	H	I	J	K	L	M	N
Student ID:						**Name:**										
	M	16	N	N	05	123456789012345	123456789012345	N	N	N	N	N	N	02	N	
Student ID:						**Name:**										
	F	16	N	N	05	123456789012345	123456789012345	N	N	N	N	N	N	02	N	
Student ID:						**Name:**										
	M	16	N	N	07	123456789012345	123456789012345	N	N	N	N	N	N	N	02	
Student ID:						**Name:**										
	F	16	N	N	07	123456789012345	123456789012345									Missing Data

Preschool Development Grant – Expansion Grant

- **Expansion Grant - Dashboard**

Current Enrollment Data Completion Status*

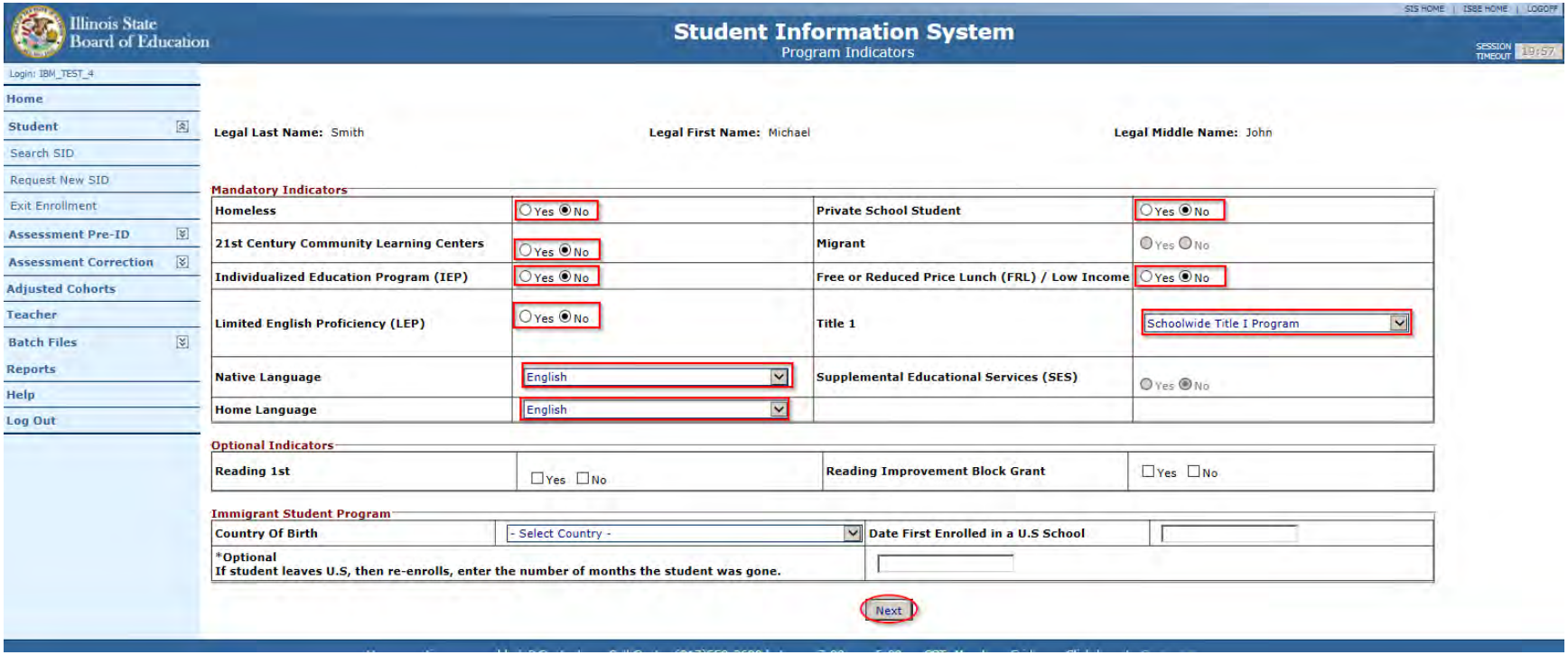
Collection	Total Required	Complete	% Complete
Birth To 3	9782	6869	70%
Birth To 3 Caregiver Demographics	9782	7823	79%
Early Childhood Outcomes(ECO) Entry	21572	18015	83%
Early Childhood Outcomes(ECO) Progress	14005	6758	48%
Early Childhood Expansion Grant	35	5	7%
English Language Learners(ELL)	212173	197526	93%
ELL Screener	63042	55230	87%
Homeless	35543	31311	88%
Eligible for Immigrant Student Program	158755	128508	80%
Student Address for NEW IEP students	8357	7310	87%
Regional Safe Schools Program (RSSP)	1773	918	51%
Student Discipline	NA	5576	NA
Secondary Courses Missing Final Letter Grade	2849717	0	0%

Student Demographics Enrollment Data

- **Program Indicator Validations**
  - If student has **Limited English Proficiency (LEP)**, the Native Language cannot be English.
  - Once set to “Yes”, the **LEP Indicator** cannot be updated to “No” until the ELL record contains all the mandatory data and the appropriate **Date ELL Services Ended** and **Reason for Ending ELL Services.**
  - If ALL requirements are met, the student's LEP indicator should be ‘No’, otherwise it should remain set to ‘Yes’.
  - For additional information, please visit: www.isbe.net/bilingual/.
  - SES indicator for Pre-K must be set to “No”.

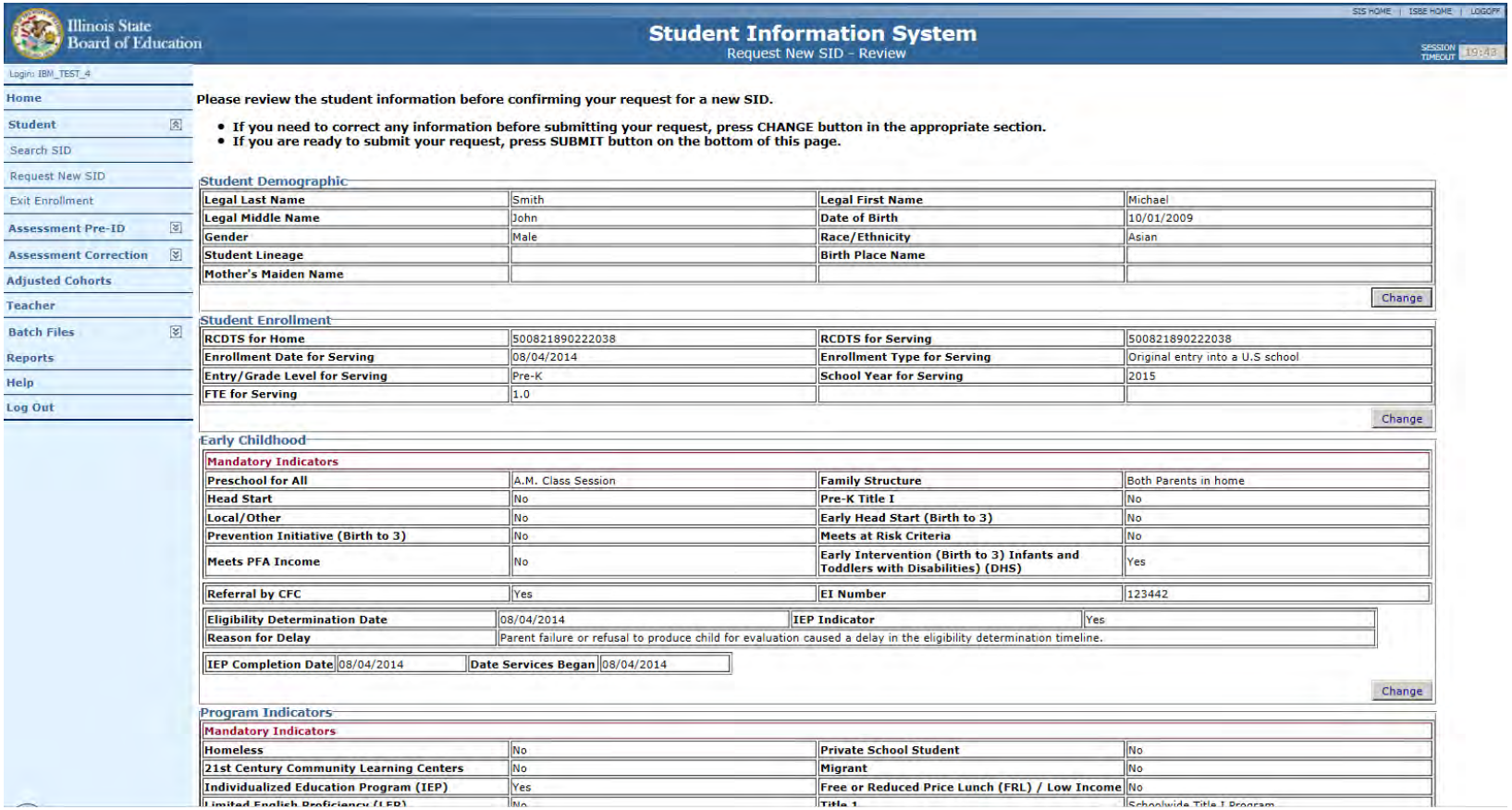
Student Demographics Enrollment Data

- **Request New SID - Program Indicators Screen**



Student Demographics Enrollment Data

- ## Request New SID - Review



Illinois State Board of Education

Student Information System
Request New SID - Review

SIS HOME | ISBE HOME | LOGOFF
SESSION TIMEOUT 19:43

Login: IBM_TEST_4

- Home
- Student
- Search SID
- Request New SID
- Exit Enrollment
- Assessment Pre-ID
- Assessment Correction
- Adjusted Cohorts
- Teacher
- Batch Files
- Reports
- Help
- Log Out

Please review the student information before confirming your request for a new SID.

- If you need to correct any information before submitting your request, press CHANGE button in the appropriate section.
- If you are ready to submit your request, press SUBMIT button on the bottom of this page.

Student Demographic

Legal Last Name	Smith	Legal First Name	Michael
Legal Middle Name	John	Date of Birth	10/01/2009
Gender	Male	Race/Ethnicity	Asian
Student Lineage		Birth Place Name	
Mother's Maiden Name			

Change

Student Enrollment

RCDTS for Home	500821890222038	RCDTS for Serving	500821890222038
Enrollment Date for Serving	08/04/2014	Enrollment Type for Serving	Original entry into a U.S school
Entry/Grade Level for Serving	Pre-K	School Year for Serving	2015
FTE for Serving	1.0		

Change

Early Childhood

Mandatory Indicators

Preschool for All	A.M. Class Session	Family Structure	Both Parents in home
Head Start	No	Pre-K Title I	No
Local/Other	No	Early Head Start (Birth to 3)	No
Prevention Initiative (Birth to 3)	No	Meets at Risk Criteria	No
Meets PFA Income	No	Early Intervention (Birth to 3) Infants and Toddlers with Disabilities) (DHS)	Yes

Referral by CFC	Yes	EI Number	123442

Eligibility Determination Date	08/04/2014	IEP Indicator	Yes
Reason for Delay	Parent failure or refusal to produce child for evaluation caused a delay in the eligibility determination timeline.		

IEP Completion Date	08/04/2014	Date Services Began	08/04/2014

Change

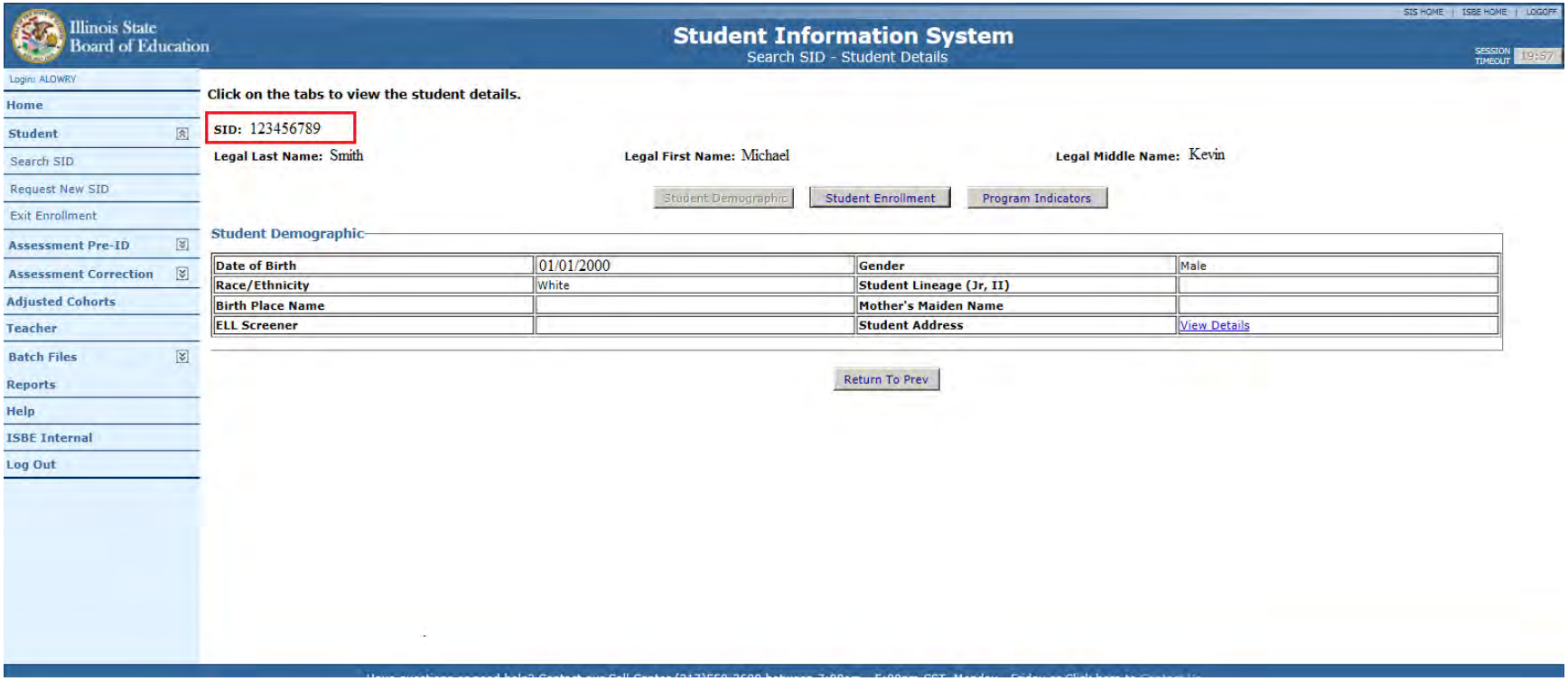
Program Indicators

Mandatory Indicators

Homeless	No	Private School Student	No
21st Century Community Learning Centers	No	Migrant	No
Individualized Education Program (IEP)	Yes	Free or Reduced Price Lunch (FRL) / Low Income	No
Limited English Proficiency (LEP)	No	Title 1	Schoolwide Title I Program

Student Demographics Enrollment Data

- **New SID Returned**



Next Steps

- Identify all students in Expansion Grants.
- Start providing the Expansion Grant Details December 1st, 2015.
- Expansion Grant Details must be completed by December 31, 2015 at 4:00 p.m.
- Run Early Childhood and Expansion Grant reports in SIS to verify the data is accurate and complete.

ISBE Resources (Where to Direct Questions)

- **ISBE SIS Resource Materials**
  - Located on the ISBE SIS webpage at www.isbe.net/sis/
    - ISBE SIS Announcements
    - User Manual
    - File Format Layouts
    - Excel Templates
      - Tips for Completing (*Data Collection Name)* Template
      - Steps for Creating and Uploading (*Data Collection Name)*
    - Data Elements
    - Archived Meetings and Presentations
    - Frequently Asked Questions

ISBE Contact Information

- **ISBE Help Desk**
  - (217) 558-3600 Option 2
  - help@isbe.net
    - **SIS Policy Questions** will be directed to the Early Childhood Division at earlychi@isbe.net
    - **SIS Technical Questions** will be directed to the IBM team.

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